

Attached is a letter that was mailed to Superintendent's on June 2nd, 2004, concerning access to DESE's new online MAP system, Crystal Reports. Below you will find links to the attachments referred to in the letter.

- **[DESE Web Systems User ID Request Form](http://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf)**
<http://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf>
- **[MAP Results – Crystal Reports Getting Started](http://www.dese.mo.gov/divimprove/assess/CReports/Crystal_Report_Directions_2004.pdf)**
http://www.dese.mo.gov/divimprove/assess/CReports/Crystal_Report_Directions_2004.pdf

If you have any questions, please contact Dawn Maddox, Director of Performance Data and Analysis section, at (573) 751-6849, or Leigh Ann Grant-Engle, Data Manager, at (573) 522-8310. As always, we appreciate your input and suggestions.



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: School Administrators

FROM: Bert Schulte

DATE: June 2, 2004

RE: Getting Access to the DESE On-line MAP Systems

- MAP Results (using Crystal Reports via the web)
- MAP Student Demographic Update System

This year we anticipate receiving the 2004 Missouri Assessment Program (MAP) data from CTB/McGraw-Hill on August 5th. Our goal is to have that data available to you by August 16th. There are several updates that will assist your preparation for the release of the 2004 MAP data.

For the past several years, school district staff have utilized Clear Access for analysis of MAP results. For the 2004-2005 school year, we are transitioning to Crystal Reports, a technology that enables districts web-based access to MAP data behind the Department of Elementary and Secondary Education (DESE) security system. Crystal Reports will permit district staff to generate reports, download their data into a variety of formats, and do ad hoc querying, much like Clear Access.

Since February, thirty school districts have been helping pilot the **MAP-Results System** using Crystal Reports via the web. We are now ready to turn the system on live for all school districts. To access the on-line MAP-Results System, you need to have a DESE User ID and password, access to the Internet and the use of a web browser (i.e., Internet Explorer or Netscape). Below is information on how to get User IDs and passwords.

Our pilot users felt that the system was intuitive and with instructions on how to get started and helpful hints they were able to access the reports. MAP data from 1999 to 2003 is now available to access via the MAP-Results System and we would like for you to access the system as soon as possible. This will allow us to test various aspects to ensure timely release of the 2004 MAP data. Attached is a document explaining how to get started and helpful hints. Feedback we receive from districts will aid in determining statewide training needs.

Last year, several schools requested an opportunity to correct demographic coding errors related to the spring administration of the MAP. In response to those requests, DESE offered an on-line structure for districts to submit corrections to student demographic information during the Annual Performance Report (APR) appeals window. This year, once again the **MAP Student Demographic Update System** will be turned on for districts to make corrections to the data. In anticipation of this need, we are encouraging districts to set up User IDs and passwords ahead of time. Once the system is turned on, you will receive additional details on how to correct the reporting errors.

Getting Access to the MAP Systems

Since several of your users will be accessing both systems, we believe it would be easier for you to request access to both systems at the same time. Below is information on how to access the MAP systems.

There are several ways to get access to the MAP systems. Each district has at least two “security administrators” that have the ability to add and remove users from the DESE web security system. The MAP systems have been added, so the security administrator can provide User IDs and passwords for your district staff.

Another access to User IDs and passwords is to complete the *DESE Web Systems User ID Request Form*. A copy of this form is attached or it can be accessed from the DESE web site at <http://k12apps.dese.mo.gov/webapps/securityforms.asp>. This form can be faxed to 573-526-4125 or mailed to Information Technology, ATTN: Security Administrator, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480. If you have questions about the security set-up you can also email webreplyafsit@dese.mo.gov.

MAP Results (View Only with 2 Types of Access)

- MAP Results – Building Level Access – allows the user to see all district data aggregated to the building, district or state level (no student level data).
- MAP Results – Student Level Access – allows the user to see all district data including the student level data.

MAP Student Demographic Update (3 Levels of Access)

- View Only – allows the user to view the data, but not edit or submit data.
- Data Entry – allows the user to edit the demographic data, and save changes, but NOT submit the data.
- Authorized Representative – allows the user to submit the data; by submitting, the user is assuring that all data is accurate and complete.

We continue to try and find ways to provide you with data in a more timely and user-friendly format. To disseminate this material, we are forwarding it to your district’s assessment coordinator by e-mail. If you have any questions, please contact Dawn Maddox, Director of Performance Data and Analysis section, at (573) 751-6849, or Leigh Ann Grant-Engle, Data Manager, at (573) 522-8310. As always, we appreciate your input and suggestions.

Attachments:

- *DESE Web Systems User ID Request Form*
- *MAP Results – Crystal Reports Getting Started*

c: Sharon Schattgen, Coordinator, Curriculum and Assessment
Becky Kemna, Coordinator, School Improvement and Accreditation
Walt Brown, Director, Missouri Assessment Program
Dawn Maddox, Director, Performance Data and Analysis
Leigh Ann Grant-Engle, Data Manager

